

TOWN OF OCEAN VIEW

201 CENTRAL AVENUE
OCEAN VIEW, DE 19970

MEMORANDUM

TO: Mayor and Town Council Members

FROM: Kenneth L. Cimino, Director of Planning, Zoning & Development 

VIA: Carol S. Houck, Town Manager 

DATE: September 8, 2026

SUBJECT: Notification of Final Design Fee for the Cottages/Hudson Avenue Drainage Project

Background: Improving drainage in the Cottages and Kelley Estates has been a multi-year effort that began in 2007 with drainage improvements commencing along Hudson Avenue, Seabrook Brook Road and Caroline Street. In 2022, the culvert pipe under Hudson Avenue was realigned and the size of the culvert was increased. In 2024, drainage improvements along Sally Lane, Port Royal Road, Columbia Avenue and Whites Creek Lane were completed.

In May of 2025, a design task was issued to McCormick Taylor to develop plans for drainage improvements to the main conveyance system that runs between the Cottages and Kelly Estates from Seabrook Road to Hudson Avenue. This is the final phase of this multi-year effort. All available funding for this task assignment has been exhausted. A key factor in the funding being depleted is the rigorous permitting process with the Army Corp of Engineers (ACOE) and DNREC.

An additional design task has been developed to complete the final design and permitting for this project at a cost of **\$14,916.00**.

Final Project Design Cost/Council Acknowledgement: It is therefore recommended that Council acknowledge the additional funding necessary to complete the Cottages/Hudson Avenue Drainage Project totaling **\$14,916.00**. The total design cost of **\$104,302.00** (\$89,476.00 + \$14,916.00) is **16.0%** over the original estimated/budgeted project design cost.

Funding for this final design is available in the FY 2024 Capital Budget, Contingency, in the amount of \$155,060.00 in unused funds.



August 18, 2026

Mr. Kenneth L. Cimino
Director – Planning, Zoning and Development
Town of Ocean View
201 Central Avenue, 2nd Floor
Ocean View, DE 19970

Reference: Town of Ocean View General Services Contract

Subject: Task No. 3 – Hudson Avenue Permitting
McCormick Taylor Project No. 11820.003

Dear Mr. Cimino:

As requested, McCormick Taylor is pleased to submit the following scope and cost proposal to perform the permitting and PS&E submission for the clearing of the existing drainage ditch between Hudson Avenue and Seabrook Road for the Town of Ocean View.

The following Scope of Services details the required work for permitting, updating plan sheets, specifications, and estimates, and other miscellaneous tasks for the design. The lump sum cost to provide the above services is \$14,916. Our man-hour estimate and cost/price summary worksheets are enclosed. Please contact me if you have any questions.

Sincerely,

McCormick Taylor, Inc.

A handwritten signature in black ink, appearing to read "Bryan S. Hanover".

Bryan Hanover, PE, PTOE
Deputy Director, Traffic Engineering

Cc: Kevin Sieben, PE, McCormick Taylor
Ken Murphy, PE, McCormick Taylor



Town of Ocean View General Services Contract Hudson Avenue Permitting

This task is to complete the permitting for the regrading and clearing and grubbing of an existing ditch between Seabrook Road and Hudson Avenue. As discussed on August 11, 2026 this new task will include the following:

- Coordination and permitting for the Wetland and Subaqueous Lands (WSLS) Permit from DNREC
- Incorporating changes from the DNREC reviews to the ESC Standard Plan through Sussex Conservation District
- Updating the plan set to address comments received through DNREC reviews
- Preparing the PS&E package

Task 1 – DNREC Permitting

McCormick Taylor will respond to comments from DNREC for the WSLS Permit and incorporate any changes to the plan set. All permit applications will include the application itself and all supporting documentation including maps, and impact plates. McCormick Taylor will track the permit application through the regulatory process after submission, paying close attention to the Town of Ocean View's construction schedule and provide additional information or clarification to the regulatory agency. This proposal includes hours for coordination with the town's representatives for any meetings/calls with the County to discuss comments/questions on the plan submittals.

Deliverables:

- *WSLS Permit Applications*
- *Soils Testing Report*

Assumptions:

- *Mitigation is not included in this scope of work. If mitigation is required, a separate scope of work will be prepared.*
- *This scope includes up to \$1,700 in direct expenses associated with soils testing. No permitting fees have been included in direct expenses. This scope assumes additional fees beyond this amount will be paid by the Town.*
- *McCormick Taylor assumes that 11x17 impact plates will be accepted by DNREC.*

Tasks not included in this scope:

- Utility design
- Construction consultation
- NEPA Coordination



Anticipated Design Schedule

McCormick Taylor proposes the following completion schedule, assuming an Notice to Proceed no later than late August 2026:

- DNREC and USACE Permits Submission.....September 2026
- SCD Submission.....October 2026
- PS&E Package Submission.....February 2026



Proposal Summary

Hudson Avenue Permitting

Job No. 11820

WO 3

Lump Sum Total		\$ 12,900.00 (a)
Direct Costs Other Than Payroll		2,016.00 (b)
Direct Costs of Services and Work Performed by Others:		
		_____ (c)
Subtotal (a)+(b)+(c)		14,916.00 (d)
Total Cost		\$ 14,916.00 (e)
Total Estimated Hours:	McCormick Taylor, Inc. Subs:	85 _____
Total		85
Engineer's Name:	McCormick Taylor, Inc. 1818 Market Street 16th Floor Philadelphia, PA 19103	
Fed. I. D. No.:	23-1683759	
Contact Person:	Kevin Sieben, PE Transportation Engineer III (302) 525-8619	
Prepared By:	Kevin Sieben, PE	



Name: Hudson Avenue Permitting
WO 3
Job #: 11820
Date: August 18, 2026
By: Kevin Sieben, PE

Hours		
Total Hours	Total Dollars	
TASK		
Task 1 DNREC Permitting	85	12,900.00
	-	-
	-	-
TOTAL	85	\$ 12,900.00



Proposal Summary

Hudson Avenue Permitting

Job No. 11820

WO 3

1) Travel

a. Project Site

2 trips @ 200 miles r/t x \$0.76 per mile = \$ 304.00

2 trips @ \$ 6.00 tolls per trip = 12.00

Subtotal

\$ 316.00

2) Other Miscellaneous Costs (For deliverables only, to be billed at cost)

a. Laboratory Testing

= 1,700.00

Subtotal

\$ 1,700.00

TOTAL DIRECT COSTS OTHER THAN PAYROLL

\$ 2,016.00